

State of California
Department of Health Services



GRAY DAVIS
Governor

June 20, 2003

CMS Information Notice No.: 03-07

TO: ALL CALIFORNIA CHILDREN'S SERVICES (CCS) ADMINISTRATORS,
MEDICAL CONSULTANTS, CHILD HEALTH AND DISABILITY
PREVENTION (CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS,
STATE CHILDREN'S MEDICAL SERVICES (CMS) BRANCH STAFF
AND REGIONAL OFFICE STAFF

SUBJECT: CMS ONLINE ARCHIVE FOR POLICY LETTERS AND INFORMATION
NOTICES

The CMS Branch is pleased to announce the availability of Policy Letters and Information Notices on our website. As we develop strategies to enhance our productivity and communication with our partners, the Internet has become an avenue of communication we can all benefit from. In early April 2003, the CMS Branch unveiled the CMS Online Archive – a web-based system for distributing and archiving Policy Letters and Information Notices. The concept was first put forth in 2001 (see CMS Information Notice No.: 01-05) and designed over the last year.

This CMS Information Notice will describe the archive's benefits, software requirements, basic instructions, and the posting and notification schedule.

Benefits of the CMS Online Archive

There are several benefits resulting from the implementation of the CMS Online Archive:

- State and local program staff, as well as the general public, will have instant access to new and historical Policy Letters and Information Notices. Users will be able to browse through documents or perform full-text searches. When an existing Policy Letter has been superseded, users will be redirected to its replacement.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

Children's Medical Services Branch
714/744 P Street, P.O. Box 942732, Sacramento, CA 94234-7320
(916) 327-1400

Internet Address: <http://www.dhs.ca.gov/pcfh/cms>

- The archive is less wasteful as users can either “bookmark” or print those documents of interest. It is also less expensive as postage and labor costs have been greatly reduced. Printing cost will be incurred for only those documents printed by the user.
- Policy Letters and Information Notices will be issued faster as the time it takes to photocopy, package, and mail them has been eliminated.

Software Specifications

In order to access the archive, users will need:

- access to the Internet (preferably with Internet Explorer 5.0 or higher), and
- Adobe Acrobat Reader 5.0 (or higher) to view and print these documents. The Adobe Acrobat Reader can be downloaded for free at:
www.adobe.com/prodindex/acrobat/readstep.html.

If software problems are encountered, local programs should consult their information technology staff **before** contacting the CMS Branch. If the problem has not been resolved, you may contact Karl Halfman for assistance, at 916-327-2670.

Implementation

Since April 2003, the CMS Branch has e-mailed notices to local CMS programs when new Policy Letters and Information Notices have been placed online. Hardcopies of these documents followed by U.S. mail. Effective July 1, 2003, the CMS Branch will cease the mailing of Policy Letters and Information Notices via U.S. mail. Local programs are expected to obtain policy letters and information notices via the CMS Online Archive (see below for more details).

The CMS Branch will mail hardcopies of those Policy Letters or Information Notices, which have enclosures that cannot be posted on the web. Such enclosures may include copyrighted materials, bound reports and publications, posters, or computer diskettes or CD-ROMs.

General Instructions

Users can access the archive by clicking on the “Letters and Notices” link on most CMS webpages or by going directly to www.dhs.ca.gov/pcfh/cms/onlinearchive. To navigate through the archive, use the links on gray column on the left-hand side of the screen.

- To get more detailed directions on using the archive, click on the “Instructions” link.
- To find out which Policy Letters and Information Notices were posted in the last week, click on the “What’s New?” link.
- To browse through historical documents, click on a specific letter type: CCS Information Notices, CCS Numbered Letters, CHDP Information Notices, CHDP Program Letters and Provider Information Notices, CMS Information Notices, or GHPP Policy Letters.
- To find Policy Letters from other state and federal agencies, click on the “Other Policy Resources” link.

Posting Schedule and E-Mail Notification

Typically, documents that are finalized during the workweek will be available the first workday of the following week. The following groups will receive an e-mail message notifying them that new Policy Letters and Information Notices have been added to the archive: CCS Administrators and Medical Consultants, CHDP Directors and Deputy Directors, Local Health Officers, County Health Executive Association of California (CHEAC) Members, and State CMS Branch staff.

The names and e-mail addresses for these individuals have been generated from the Children’s Medical Services Directory. It is important for local programs to notify the CMS Branch of changes in personnel (including acting Administrators and Deputy Directors) and e-mail addresses. To submit updates or changes to the Children’s Medical Services Directory, go to the online version of the directory: (www.dhs.ca.gov/pcfh/cms/publications/pdf/directory.pdf) and enter the case-sensitive password: CMS#directory. Follow the instructions on page one to submit updates or changes (refer to CMS Information Notice No.: 02-10 for more information).

Other Methods of Notification

At this point, the CMS Branch is only e-mailing notices to those groups identified above. We anticipate installing “mailing list” software which will allow anyone to “subscribe” to e-mail notifications. The timeline for installation is as yet unknown. In the interim, here are some options for notifying your staff when new letters or notices have been posted:

- Instruct staff to bookmark the “What’s New?” webpage and check it once a week for the latest documents (see the enclosure for instructions on bookmarking).

- Create your own distribution list and forward the above e-mail notices to that list.
- Print off a hardcopy of the document and route it through the office.

Program Specific Instructions

- Local CHDP programs are still required to distribute CHDP Provider Information Notices to their provider community. Upon completion of this task, CHDP Programs must mail a completed "Report of Distribution" to the CMS Branch. The "Report of Distribution" has been assigned the form number DHS 4505. It can be obtained in the "Forms and Publications" section of the CHDP website (www.dhs.ca.gov/chdp) beginning August 1, 2003. Note that this self-addressed form is designed to fit in a number ten windowed envelope.
- CMS Net Users may use their personal computers (PC) to access the archive by connecting to the Internet using their web browsers (e.g., Internet Explorer, Netscape Navigator). Users are required to have Internet Explorer Version 5.0 or higher or Netscape Navigator Version 4.7 or higher installed on their PCs. Users must also have Adobe Acrobat Reader Version 5.0 or higher installed on their PC to view or print letters. If users who do not have these software applications or the required version(s), they should contact their county information technology staff for assistance.
- CMS Net Users using Terminals/Thin Clients are currently unable to use the archive at this time.

Feedback

The CMS Branch will be making improvements to the archive in the coming year, including fine-tuning the search engine capabilities and installing mailing list software. We welcome your feedback. Please direct **non-policy-related** comments, questions, and suggestions to Karl Halfman, at 916-327-2670 or khalfman@dhs.ca.gov. As always, policy-related questions should be directed to staff identified in Policy Letters and Information Notices.

Original Signed by Harvey Fry for Maridee Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosure

Bookmarks in Internet Explorer (4.0 or Higher)

You can “bookmark” a webpage (or specific policy letter or information notice) that you want to go back to frequently. To bookmark a letter or webpage in Internet Explorer:

1. Go to the letter or webpage desired.
2. Click on “Add to Favorites...” under the Favorites menu.
3. Customize the name of the letter or webpage and/or the folder location.
4. Click “OK” when completed.

Now, to access the bookmarked letter or webpage in the future,

1. Either click on the Favorites menu or button on the toolbar.
2. Scroll down the list until you find the letter or webpage you bookmarked.
Note it will be titled what name you gave it in step three above.
3. Click once on the letter or webpage. It should automatically pop-up in your browser.

Netscape navigator has a similar feature. Find the Bookmark option under the Communicator menu.